

PARENT HANDBOOK

Welcome to Little Orchards Preschool. Little Orchards is a private home-based preschool with a maximum of 6 children in each class. With a small class size, I am able to give both group and individual attention to each child. Early childhood education is an important time to learn social and emotional skills that will continue throughout their lives. I will provide your child with a high quality and fun-filled preschool experience that will encourage independence and self-confidence. Your child will be given the opportunity to participate in a stimulating and a developmentally appropriate program that complements their social, emotional, cognitive and physical needs.

Keep this handbook as an easy reference during your child's stay at the preschool. I look forward to making this a memorable experience for you and your child. Please take a few minutes to familiarize yourself with the policies in the parent handbook. Upon completion, sign and return the Agreement Form of the handbook, to acknowledge that you have read and agree to the policies as outlined.

Philosophy and Values

- To have FUN!
- To provide a safe environment that develops friendships and life skills.
- To provide age and ability appropriate activities.
- To provide opportunities to develop social skills based on cooperative attitudes and activities.
- To help children know they are valued and respected.
- To provide a positive environment that would encourage your child to work independently and freely.

Daily Routine

Arrival

Circle Time (Welcome song, calendar, stories, introduce centers for the day) Free Play/Learning Centers (art, science experiments, literacy activities, dramatic play, blocks, sensory table, fine and motor activities, etc.)

Clean up

Bathroom and hand washing

Snack

Gross Movement or Outside Exploration (weather permitting)

Circle Time (show and tell, story time, songs, finger plays, goodbye song) Dismissal

*Outdoor play will occur daily depending on weather conditions. Please ensure that your child has appropriate clothing for outside play.

Program Information

Monday/Wednesday/Friday - 4 year old class (9-11:30am)

Tuesday/Thursday- 3 year old class (9-11:30am)

Tuition

Monday/Wednesday/Friday- **\$170/month**

Tuesday/Thursday- **\$130/month**

- First month tuition is due at registration and is non-refundable; remaining instalments are due on the first of the month.

Withdrawal Policy

- One full month's written notice prior to the 1st of the month you wish to leave must be given.
- **No Refunds** after April 30th of the school year. As it is difficult to fill spots that late in the year.

Eligibility

3 year old class:

For the child to begin in September, the child must turn 3 years old before October 31.

4 year old class:

For the child to begin in September, the child must turn 4 years old before December 31.

* Your child must be toilet trained to attend the program. Please no pull-ups.

Program runs September to June and follows the same schedule as the Edmonton Public School board. The School will be closed on all statutory holidays as well as Christmas break, Spring break and Teachers Convention. If your child is absent for illness or vacation the full monthly fee will still apply.

First Day of Class

For the first day of class, the children will be divided into two groups for which they will have a scheduled staggered entry. You will be contacted a couple weeks prior, with your child's assigned time. Parents are welcome to attend the first day of preschool with their child.

DROP OFF

*Due to our new Covid-19 policy, I am not able to allow parents inside the classroom.

I will meet the children outside and bring them into the classroom. I will assist children with changing shoes and taking off coats, etc. It is extremely important to arrive on time. If you are running late please contact me on my cell phone. If a parent needs to enter the classroom, only ONE parent with the child and a mask must be worn upon entering.

Some children do experience anxiety. I understand it can be hard for both parent and child to say goodbye. I suggest talking to your child about what to expect at drop-off and preparing them; so it's not a total shock for them when you say your goodbyes. A quick, positive goodbye will benefit your child.

Pick-Up

The teacher will bring the children outside for dismissal at 11:30am. We ask that parents pick up their children promptly after class.

- If someone other than yourself will pick up your child, you must notify the teacher ahead of time.
- If the teacher has not received a notice of a change in the regular pick-up person, your child will not be released.
- The teacher will not release your child who is not authorized to pick up your child without any notification.
- Ensure the alternate adult comes with a photo ID to confirm their identity.

Snacks

Children bring their own snack and a water bottle. We will have a 10-15 min snack break. I like to encourage healthy eating habits with the children. Please refrain from sending high sugar snacks and drinks. **NO** foods containing nuts.

Medication

Little Orchards Preschool will only administer prescription medication when a parent fills out a Medication Authorization Form. This gives permission to the teacher to administer medication on your child. Non-prescription medicine will be administered only to children with anaphylaxis or other life threatening conditions when the medication has been recommended, in writing by your physician and you have signed the appropriate form. Medication for the life-threatening allergy must be provided by the parent and kept on site in a place that is inaccessible to children.

DO NOT SEND MEDICATION IN YOUR CHILD'S BACKPACK.

Medications brought into the preschool must be given directly to the teacher.

Prescription Medication

- Medication must be in the original container labelled with the pharmacy name, child's name, doctor's name, name of medication, dosage and times to be taken.
- Prescription medication will be administered per the directions on the label and written instructions from the parent.

Over the Counter Medication

- Medication must be in the original container labelled with instructions for administration and the child's name.

Health Matters

Parents and children must NOT enter the classroom if they or anyone in the family has the following symptoms:

- Fever (38 degrees Celsius or higher), chills, fatigue, body aches, headache.
- Gastrointestinal symptoms: abdominal pain, diarrhea, vomiting.
- Undiagnosed and/or contagious rash or skin condition (e.g., Hand Foot & Mouth Disease).
- Communicable diseases like Chickenpox, Mumps, and Head lice.
- Respiratory infections such as: Shortness of breath, NEW or worsening cough, colds with persistent cough, runny nose, bronchitis, any green or brown discharge.

The preschool **MUST** be notified if your child contracts a communicable disease (i.e. Mumps, Chicken Pox, Hand Foot and Mouth Disease). The parent must follow the recommendations of your family doctor regarding returning to playschool.

Please let the teacher know when your child is sick at home and symptoms.

Allergies and medication needs must be reported to the teacher. Under no circumstances will the teacher administer medication to the child at preschool with the exception of emergency medication like an epi-pen or inhaler. Parents must sign a medication administration form in order for the teachers to administer any medication.

If a child develops any symptoms, including symptoms that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the child must be tested for COVID-19 to confirm that it is not the source of their symptoms before returning to class. A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop. If two or more children are identified as having symptoms consistent with COVID-19, the preschool will follow outbreak notification procedures as per routine zone protocols. If our program is connected to a confirmed or probable COVID-19 case, we are required to close for a minimum of 72 hrs to allow contact tracing, and then adhere to recommendations from AHS. *Please see our Covid-19 Policy for more information.*

Communication With Parents

- Monthly newsletters will be sent home with information on activities for the upcoming month, important dates to remember (eg. closure dates) as well as what your child has been learning in preschool.
- If you have any concerns or questions regarding your child or the program, the teacher can be reached either before or after class by phone call or in-person.

Birthdays

- Birthday celebrations are welcome in the preschool. Please discuss your plans ahead of time with the teacher. However, due to Covid-19, all group snacks will not be permitted until further notice.
 - Children will receive a birthday crown and a surprise gift from our birthday box.

Show and Share

- Show and Share is an exciting time for the children. I will assign a day for your child's Show and Share.

- Your child is welcome to choose ONE item from home that is meaningful to them to talk about in class. Which will only be brought out at circle time and will remain in the child's backpack.
- Please NO toy weapons (swords, guns, etc.).
- Little Orchards Preschool will not be responsible for any lost or broken items brought from home.

Clothing

Please dress your child in comfortable clothes to play, paint and explore in. We may do some messy sensory exploration and sometimes children do get dirty! Please send an extra set of clothing as accidents may happen. All articles must be labelled with your child's name and in a ziplock bag. Please have it in your child's backpack for each class.

Indoor shoes

Each child is asked to bring a pair of non-marking indoor shoes to school for the year. No laces please. Please choose appropriate shoes that children will be able to put on and take off independently.

Outdoor experiences

We have many opportunities to explore the outdoor area around us. This includes playing out in the field and hopefully in the near future; we can enjoy the park once developed. Please ensure your child comes dressed for the weather!

Discharge Policies

Little Orchards Preschool reserves the right to suspend, dismiss or withdraw services for the following reasons:

- Unpaid tuition fees
- Inappropriate behaviour from parents or child towards staff or other parents and children.
- Parent refusal or inability to comply by the policies and procedures as explained in the Parent Handbook.

Your child's safety is our first priority. Thank you for taking the time to read our Parent Handbook. Please sign the Parent Agreement Form (next page) and return to the preschool.

Parent Handbook Agreement

This sheet must be signed and returned prior to starting with Little Orchards
Preschool

Child's Name _____

Parent(s) Name _____

Please initial the following:

_____ I have read through the entire Little Orchards Preschool Parent Handbook.

_____ I understand the policies and information outlined in the Parent Handbook.

_____ I agree to abide by the policies and information as set out in the handbook.